Introduction

The aim of this evaluation form is to assist us in developing and delivering high quality training solutions.

<table>
<thead>
<tr>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date[s] of course</td>
</tr>
</tbody>
</table>

Pre-course administration

<table>
<thead>
<tr>
<th>Did you receive at least ten [10] days notice that the course was confirmed</th>
<th>[Tick] YES □ NO □</th>
<th>Comments</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Was the address and location of the venue/and timings of the course notified</th>
<th>[Tick] YES □ NO □</th>
<th>Comments</th>
</tr>
</thead>
</table>

Course content

Please rate each statement by circling the rating demonstrating your strength of feeling.

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Strongly Disagree</th>
<th>Disagree</th>
<th>Agree</th>
<th>Strongly Agree</th>
</tr>
</thead>
</table>

Program Objectives

1. The program objectives were clearly defined
2. The program objectives were covered by the facilitator
3. The material was the right level of complexity for my background

Course Materials & Design

4. The course materials were well organised
5. The course materials complemented the course content
6. The duration of the course was good
7. The course had a good mix of theory and application
8. The exercises and activities were helpful at consolidating my knowledge & skills

Course Relevance

9. The course material was relevant to my needs
10. The course material was relevant to my job role

Facilitator Knowledge

11. The facilitator demonstrated a good understanding of the material
12. The facilitator was able to effectively answer my questions

Facilitator Delivery & Style

13. The facilitator effectively delivered the course material
14. The facilitator effectively generated participant interaction
15. The facilitator allowed for questions during the training
16. The facilitator delivered the course at a good pace

Knowledge and Skills Acquisition

17. I was given appropriate opportunities to demonstrate my knowledge
18. I was given appropriate opportunities to demonstrate my skills
19. I have acquired the knowledge and skills expected through this course

Venue & Facilities

20. The training environment was comfortable
21. The training environment was conducive to learning
22. The training environment was free risks to personal safety

Where you have indicated "strongly disagree" or "disagree", please provide additional comments
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What were the three most important things you learned from this course?
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What information was not addressed as part of this course but you feel should have been?
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How do you plan to apply your learning back into the environment?
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What support do you need to be successful?
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Further Comments or suggestions for improvement
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